

APPENDIX E

COST FORMS

(This Appendix to be incorporated into the Contract)

Table of Contents

Form VII-1: Total Cost Summary	1
Form VII-2: Project Management and Implementation Services Cost	2
Form VII-3: Software Configuration Cost	3
Form VII-4: Course Development and Training Manual Cost	4
Form VII-5: COTS Software Usage/Maintenance Fees (Year 1)	5
Form VII-6: Training Services Cost Summary	6
Form VII-6A: Key User Support Training	7
Form VII-6B: Survey Data Processing and DTM Training	8
Form VII-6C: Survey COGO and Map Production Training	9
Form VII-6D: Introduction to Roadway Design Training.....	10
Form VII-6E: Intermediate Roadway Design Training	11
Form VII-6F: Basic Structure Design Training	12
Form VII-6G: Basic Hydraulic Design Training	13
Form VII-7: COTS Software Usage/Maintenance Fees Summary (Years 2-5).....	14
Form VII-8: COTS Software Usage/Maintenance Fees (Optional Year 6).....	15

Form VII-1: Total Cost Summary

Project Cost Summary

Complete Forms VII-2 through VII-9 and transfer the totals to this sheet.

Cost Category	Summary Cost	Subtotals
Contract 1 – Configuration and Training*		
VII-2 Total Project Management and Implementation Services Cost		
VII-3 Total Software Configuration Cost		
VII-4 Total Training Manual Costs		
VII-5 COTS Software Usage/ Maintenance Fees (Year 1)		
VII-6 Total Training Services Cost		
Contract 1 Total (Sum VII-2 through VII-6)		
Contract 2 – Software Usage and Maintenance Fees		
VII-7 Total COTS Software Usage/Maintenance Fees Summary (Years 2-5)		
VII-8 Total COTS Software Usage/Maintenance Fees (Optional Year 6)		
Contract 2 Total (Sum VII-7 through VII-8)		
Total Project Costs		

***It is the Bidder's responsibility to ensure that the total of items for Phase 1 of Contract 1 does not exceed 17% of the total cost of Contract 1. Refer to Section VII.C of the RFP for details.**

NOTE: Shaded areas should be left blank.

Form VII-2: Project Management and Implementation Services Cost

Enter the project management costs for each item as indicated below.

Item Description	Item Cost
Development and Delivery of Approved Project Management and Training Plans	
Project Management activities through completion of configuration and initial installation of software	
Development and Delivery of Approved Final Training Schedule	
Project Management and Implementation activities after configuration and through completion of Key Support User training	
Ongoing Project Management Activities (Year 2)	
Ongoing Project Management Activities (Year 3)	
Ongoing Project Management Activities (Year 4)	
Ongoing Project Management Activities (Year 5)	
Total Project Management and Implementation Services Cost	

Transfer the Total Project Management and Implementation Services Cost to Form VII-1.

Form VII-3: Software Configuration Cost

Enter the Software Configuration costs for each item as indicated below.

Item Description	Item Cost
General Configuration	
Survey Configuration	
Roadway Design Configuration	
Total Software Configuration Cost	

Transfer the Total Software Configuration Cost to Form VII-1

Form VII-4: Course Development and Training Manual Cost

Enter the Training Manual costs for each item as indicated below.

Manual Description	Quantity of Hard Copies	Quantity of Electronic Copies	Item Cost
Surveys Data Processing and DTM	2	1 .pdf + 1 .doc	
Surveys COGO and Map Production	2	1 .pdf + 1 .doc	
Introduction to Roadway Design	2	1 .pdf + 1 .doc	
Intermediate Roadway Design	2	1 .pdf + 1 .doc	
Basic Structure Design	2	1 .pdf + 1 .doc	
Basic Hydraulic Design	2	1 .pdf + 1 .doc	
Total Training Manual Cost			

Transfer the Total Training Manual Cost to Form VII-1.

Note: Item costs include development and delivery of both hard copies and electronic files.

Form VII-5: COTS Software Usage/Maintenance Fees (Year 1)

Year 1 – Initial Implementation and Rollout to Total of 73 Key Support Users
Enter information for all software titles included as part of the proposal.

Software Title	Description *	Version	User Volume (Year 1)	Software Usage Fees (Year 1)
			73	
			73	
			73	
			73	
			73	
Total COTS Software Usage/Maintenance Cost (Year 1)				

* If a Suite is proposed, please include a description of the included components.
A user is defined as any one person using the software at any time regardless of machine.

Transfer the Total COTS Software Usage/Maintenance Fees (Year 1) to Form VII-1

Form VII-6: Training Services Cost Summary

Transfer totals from Forms VII-6A through VII-6G to this form.

Total from Form:	Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total Cost
VII-6A	Key User Support Training						
VII-6B	Survey Data Processing and DTM						
VII-6C	Survey COGO and Map Production						
VII-6D	Introduction to Roadway Design						
VII-6E	Intermediate Roadway Design						
VII-6F	Basic Structure Design						
VII-6G	Basic Hydraulic Design						
Total Training Services Cost							

Transfer the Total Training Services Cost to Form VII-1

NOTE: Shaded areas should be left blank.

Form VII-6A: Key User Support Training

(Year 1 only)

Enter the Key User Support Training costs for each course as indicated below.

Number of Days per Class is the Bidder's estimated duration for each class.

Number of Classes at Location and the Instructors per Class have been determined by Caltrans. See Appendix G for more details.

Training Course for Key User Support	Training Location	Number of Days Per Class (from Bidder)	Number of Classes at Location (Do Not Change) (A)	Instructors Per Class (Do Not Change)	Cost Per Class (from Bidder) (B)	Total By Location (A x B)
Survey Data Processing and DTM	HQ		1	2		
Survey COGO and Map Production	HQ		1	2		
Introductory Roadway Design	HQ		3	2		
Intermediate Roadway Design	HQ		3	2		
Total Key User Support Training Cost						

Enter Total Key User Support Training Cost into Form VII-6: Training Services Cost Summary.

Form VII-6B: Survey Data Processing and DTM Training

(Years 2 & 3 only)

Enter the Survey Data Processing and DTM Training costs as indicated below.

				Year 2		Year 3		Year 4		Year 5	
Training Location	Number of Days Per Class (from Bidder)	Instructors Per Class	Cost Per Class	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total By Location
			(A)	(B)	(A x B)	(C)	(A x C)	(D)	(A x D)	(E)	(A x E)
District 1		1		1		1					
District 2		1		1		1					
District 3		2		1		1					
District 4		2		1		1					
District 5		1		1		1					
District 6		1		2		2					
District 7		1		2		1					
District 8		2		1		1					
District 9		1		1		0					
District 10		2		1		0					
District 11		1		1		1					
District 12		2		1		0					
HQ		2		1		1					
Training Costs per Year								0		0	

Transfer the Training Costs per Year to Form VII-6: Training Services Cost Summary

NOTE: Shaded areas should be left blank.

Form VII-6C: Survey COGO and Map Production Training

(Years 2 & 3 only)

Enter the Survey COGO and Map Production Training costs as indicated below.

				Year 2		Year 3		Year 4		Year 5	
Training Location	Number of Days Per Class (from Bidder)	Instructors Per Class	Cost Per Class	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total By Location
			(A)	(B)	(A x B)	(C)	(A x C)	(D)	(A x D)	(E)	(A x E)
District 1		1		1		1					
District 2		1		1		1					
District 3		2		2		1					
District 4		2		1		1					
District 5		1		1		1					
District 6		1		2		1					
District 7		1		3		1					
District 8		2		1		1					
District 9		1		1		0					
District 10		2		1		1					
District 11		1		2		1					
District 12		2		1		0					
HQ		2		1		0					
Training Costs per Year:								0		0	

Transfer the Training Costs per Year to Form VII-6: Training Services Cost Summary.

NOTE: Shaded areas should be left blank.

Form VII-6D: Introduction to Roadway Design Training

(Years 2 through 5)

Enter the Introduction to Roadway Design Training costs as indicated below.

				Year 2		Year 3		Year 4		Year 5	
Training Location	Number of Days Per Class (from Bidder)	Instructors Per Class	Cost Per Class	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total By Location
			(A)	(B)	(A x B)	(C)	(A x C)	(D)	(A x D)	(E)	(A x E)
District 1		1		2		2		2		0	
District 2		1		2		2		5		0	
District 3		2		2		2		1		0	
District 4		2		8		9		10		8	
District 5		1		3		2		3		1	
District 6		1		8		9		8		9	
District 7		1		11		11		9		8	
District 8		2		2		2		2		0	
District 9		1		2		1		1		0	
District 10		2		2		2		2		0	
District 11		1		6		4		4		5	
District 12		2		2		2		1		1	
HQ		2		2		2		7		1	
Training Costs per Year											

Transfer the Training Cost per Year to Form VII-6: Training Services Cost Summary.

Form VII-6E: Intermediate Roadway Design Training

(Years 2 through 5)

Enter the Intermediate Roadway Design Training costs as indicated below.

Training Location	Number of Days Per Class (from Bidder)	Instructors Per Class	Cost Per Class	Year 2		Year 3		Year 4		Year 5	
				Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total By Location
			(A)	(B)	(A x B)	(C)	(A x C)	(D)	(A x D)	(E)	(A x E)
District 1		1		1		1		2		2	
District 2		1		1		2		3		3	
District 3		2		1		1		2		1	
District 4		2		5		11		11		8	
District 5		1		2		1		3		3	
District 6		1		4		11		10		9	
District 7		1		7		11		12		9	
District 8		2		1		1		3		1	
District 9		1		1		1		1		1	
District 10		2		1		1		2		2	
District 11		1		4		3		7		5	
District 12		2		1		1		2		2	
HQ		2		1		2		3		6	
Training Costs per Year:											

Transfer the Training Cost per Year to Form VII-6: Training Services Cost Summary.

Form VII-6F: Basic Structure Design Training

(Years 2 through 5)

Enter the Basic Structure Design Training costs as indicated below.

Training Location	Number of Days Per Class (from Bidder)	Instructors Per Class	Cost Per Class	Year 2		Year 3		Year 4		Year 5	
				Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total By Location
			(A)	(B)	(A x B)	(C)	(A x C)	(D)	(A x D)	(E)	(A x E)
District 1		1		0		0		0		0	
District 2		1		0		0		0		0	
District 3		2		0		0		0		0	
District 4		2		0		0		0		0	
District 5		1		0		0		0		0	
District 6		1		0		0		0		0	
District 7		1		0		0		0		0	
District 8		2		0		0		0		0	
District 9		1		0		0		0		0	
District 10		2		0		0		0		0	
District 11		1		0		0		0		0	
District 12		2		1		1		1		0	
HQ		2		1		1		1		17	
Training Costs per Year:											

Transfer the Training Cost per Year to Form VII-6: Training Services Cost Summary.

Form VII-6G: Basic Hydraulic Design Training

(Years 2 through 5)

Enter the Basic Hydraulic Design Training costs as indicated below.

				Year 2		Year 3		Year 4		Year 5	
Training Location	Number of Days Per Class (from Bidder)	Instructors Per Class	Cost Per Class	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total by Location	Number of Classes at Location	Total By Location
			(A)	(B)	(A x B)	(C)	(A x C)	(D)	(A x D)	(E)	(A x E)
District 1		1		1		1		0		0	
District 2		1		1		1		0		0	
District 3		2		1		0		0		0	
District 4		2		1		1		2		3	
District 5		1		1		1		0		0	
District 6		1		1		1		3		3	
District 7		1		1		1		3		5	
District 8		2		1		1		0		0	
District 9		1		1		0		0		0	
District 10		2		1		0		0		0	
District 11		1		1		1		2		1	
District 12		2		1		1		0		0	
HQ		2		1		1		2		0	
Training Costs per Year:											

Transfer the Training Cost per Year to Form VII-6: Training Services Cost Summary.

Form VII-7: COTS Software Usage/Maintenance Fees Summary (Years 2-5)

Enter the Bidder Costs for COTS Software Usage/Maintenance as indicated below.

Software Title	Description*	Cost for 1000 Users (Year 2)	Cost for 2000 Users (Year 3)	Cost for 3000 Users (Year 4)	Cost for 4000 Users (Year 5)	Software Usage/ Maintenance Fees
Subtotal for COTS Software Usage/ Maintenance Fees						
Grand Total						

* If a Suite is proposed, please include a description of the included components.

A User is defined as any one person using the software at any time regardless of machine.

Transfer the Grand Total to Form VII-1

Form VII-8: COTS Software Usage/Maintenance Fees (Optional Year 6)

Year 6 – Continued Production Use by 4,000 (approximate) Users

Enter the Bidder Costs for COTS Software Usage/Maintenance as indicated below.

Software Title	Description*	Software Usage/ Maintenance Fees for 4000 users
Total for COTS Software Usage/ Maintenance Cost		

* If a Suite is proposed, please include a description of the included components.

A User is defined as any one person using the software at any time regardless of machine.

Transfer the Total for COTS Software Usage/Maintenance Cost to Form VII-1